

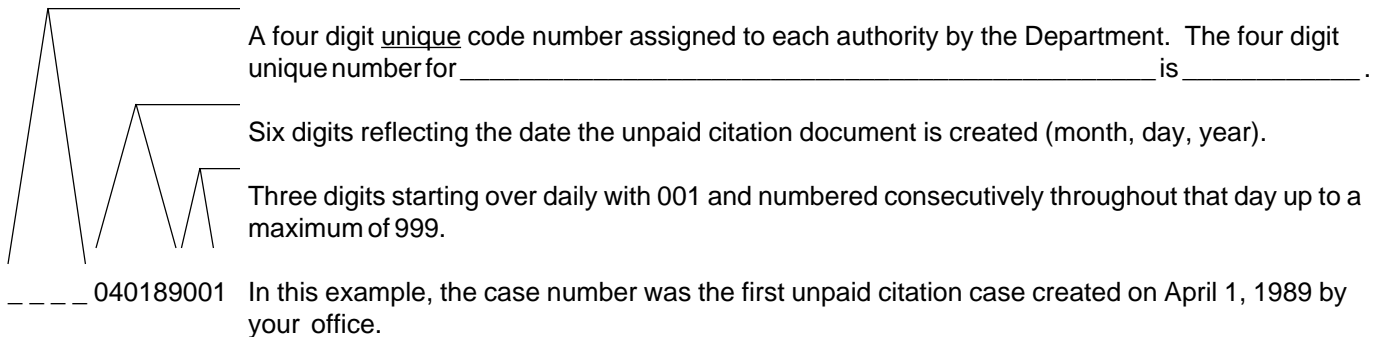
NOTICE OF UNPAID CITATION INSTRUCTIONS

Forms MVD2502 and MV2679 (formerly MVD2458C)

MV2677 89

Wisconsin Department of Transportation

- A. A Notice of Unpaid Citation must represent only one parking citation. Sec. Trans. 128.05(2)(a) Wis. Admin. Rule.
1. If you are creating the documents under a manual system, at the time you create the original document you need to retain a copy. The Notice of Satisfaction portion of this copy needs to be completed and submitted to the Wisconsin Department of Transportation when the citation is satisfied.
 2. If you are creating the documents under an automated data processing system, you need to be prepared to generate a second document containing all of the information on the original document, plus the information required under the Notice of Satisfaction. This document is to be submitted to the Wisconsin Department of Transportation when the citation is satisfied.
- B. Notice of Satisfaction documents must be mailed or delivered to the Department within 3 working days after the violator either pays the citation or physically appears in court to contest the citation. Sec. Trans. 128.05(3)(b) Wis. Admin. Rule.
- C. Completion of all fields on the document is required, except for the "citation number" field which is provided for your convenience.
- D. The "case number" must be assigned at the time you create the document using the following 13 position format:



- E. The "amount" field must reflect the total dollar amount you require from the violator. S.345.28(4)(d) Wis. Stats. states that, "the authority may assess the person for the cost of using the traffic violation and registration program . . . " To recover this cost, include it in the "amount" field.
- F. In the "Actions to be taken by Wisconsin Department of Transportation" field, indicate only one of the following three available options by placing an 'X' in the appropriate box:
1. The "Suspend Registration" option directs the Department to suspend only the registration of the vehicle involved in the violation.
 2. The "Refuse Registration" option directs the Department to refuse to renew registration on any vehicles the party owns and to refuse to issue registration for any vehicles the party acquires.
 3. The "Suspend and Refuse Registration" option directs the Department to suspend the registration of the vehicle involved in the violation and to refuse to renew any other vehicles the party owns or to issue registration for any vehicles the party acquires.
- G. The signature (or facsimile signature) of an authorized representative of your agency and the date signed MUST appear in the notify portion when the form is used as a notification. The signature, date signed, and actual date of satisfaction MUST appear in the Notice of Satisfaction portion when indicating a satisfaction.

Additional supplies of MV2679 (1 part form) or MVD2502 (3 part form) may be obtained by contacting: Wisconsin Department of Transportation, Document Sales, 3617 Pierstorff Street, P. O. Box 7713, Madison, Wisconsin 53707-7713 or telephone (608) 246-3265.

Any questions may be directed to: Wisconsin Department of Transportation, Traffic Violation and Registration Program Unit, 4802 Sheboygan Avenue, P. O. Box 7909, Madison, Wisconsin 53707-7909 or telephone (608) 267-9791.